SCOPE OF WORK

Boundary Surveys for Land Acquisition

Various Parcels
Southampton Township and Pemberton Township
Burlington County, N.J.

PROJECT NO. P1239-00

STATE OF NEW JERSEY

Honorable Phil Murphy, Governor Honorable Sheila Oliver, Lt. Governor

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Christopher Chianese, Director

Date: March 24, 2021

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I. OBJECTIVE

The objective of this project is to complete a boundary survey of 42 offers, some with multiple tax lots located in Southampton Township, and 7 offers in Pemberton Township, Burlington County, New Jersey. Surveys are to be completed in accordance with DEP's Green Acres Program "Scope of Survey and Standard Detail Requirements July 1, 2020". See Exhibit 'A' and Exhibit 'B'.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

The Consultant shall be a firm pre-qualified with the Division of Property Management & Construction (DPMC) in the P015 Land Surveying Professional Discipline and have in-house capabilities or Sub-Consultants pre-qualified with DPMC in all other disciplines necessary to complete the project as described in this Scope of Work (SOW).

III. PROJECT SCHEDULE

A. SCHEDULE

The survey work shall be completed and delivered within a maximum of 90 calendar days of notice to proceed.

Corner markers (monuments) shall be set within 30 calendar days of notice of completion of demolition of each property or each contiguous group of properties. Note that setting corner markers may be completed between three (3) and forty-eight (48) months after completion of the survey of each property.

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IV. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The properties to be surveyed in this project are located in Southampton Township and Pemberton Township, Burlington County and are shown in **Exhibit 'A'** (Southampton 5 pages) and **Exhibit 'B'** (Pemberton 1 page).

B. PROJECT TEAM MEMBER DIRECTORY

The following are the names, addresses, and phone numbers of the Project Team members.

1. DPMC Representative:

Name:

William Byster, Construction Services Manager

Address:

Division of Property Management & Construction

201 West State Street, 3rd Floor

Trenton, NJ 08608

Phone No:

609-984-4705

E-Mail:

William.Byster@treas.nj.gov

2. DEP Representative:

Name:

Mark Ashton, Program Specialist

Address:

DEP Green Acres Program

Mail Code 501-01 P.O. Box 420

Trenton, NJ 08625-0420

Phone No:

609-984-0496

E-Mail:

mark.ashton@dep.ni.gov

V. PROJECT DEFINITION

PROJECT LOCATION: Southampton Township and Pemberton Township, Burlington County

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A. BACKGROUND

The Blue Acres program, administered by the NJ Department of Environmental Protection, was created to acquire lands in coastal areas that have been damaged by storms, that may be prone to storm damage, or that buffer or protect other lands from storm damage, for recreation and conservation purposes.

As a result of Hurricane Sandy in October 2012, properties included in this project were identified for purchase under the Blue Acres program.

It is the State's intention to purchase the properties from willing sellers, under separate contract demolish the structures, and restore the properties to a natural undeveloped state.

VI. CONSULTANT RESPONSIBILITIES

A. PROJECT CORRESPONDENCE

Consultant shall copy the DEP Representative identified in Paragraph IV.B. on all project correspondence mailed/distributed/transmitted to the DPMC Representative. Correspondence shall be mailed/distributed/transmitted to both representatives concurrently.

B. GENERAL SURVEY REQUIREMENTS

Surveys shall be prepared in accordance with DEP's Green Acres Program, "Scope of Survey Services and Standard Detail Requirements" dated July 1, 2020, section "3. Surveying Standards and Standards of Care" through section "10. Sample Forms and Text", except as noted below.

Note that Consultants are required to comply with Paragraph "5.2 Notification of Parties and Surveyors Right of Entry".

The "Scope of Survey Services and Standard Detail Requirements" is available at:

https://www.nj.gov/dep/greenacres/survey/pdf/2020_survey_scope_july_2020.pdf

Note that the State shall provide copies of the Title Reports for all properties identified in this Scope of Work to the Consultant awarded this contract.

C. PRELIMINARY DELIVERABLE REVIEW

The Consultant shall submit a preliminary set of deliverables for at least one surveyed property in each township for review and comment prior to preparing and submitting all deliverables for

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all properties. This will reduce the number of revisions and corrections necessary throughout the project.

D. PROJECT SPECIFIC SURVEY REQUIREMENTS

- 1. Only property boundary surveys are required. No vertical data is required for this contract.
- 2. Corner markers are to be set upon completion of demolition of all structures on the property.
- 3. The location of corner markers to be set will be determined by the Project Manager based upon the configuration of parcels whose owners opted to participate in the Blue Acres program. Individual parcel surveys are to show only any corner markers found.
- 4. Property Photographs
 - a. Submit a single paper color photo showing vacant land and include the color digital image on the deliverable CD submitted.
 - b. If the site is not vacant at the time of survey, submit a single paper color photo and color digital image on the CD at the time corner markers are installed, post demolition.
 - c. Consultant shall be notified by the Project Manager once demolition is complete.
- 5. Improvements well within the boundaries of the premises need only be located and shown on the plan in a general manner. Physical features that are near the boundaries or encroach on the boundaries, such as fences, buildings, concrete, asphalt or similar items that influence title interests and/or boundary line determination shall be accurately located with offsets shown on the plan. The Consultant shall notify the Project Team of encroachments as they are discovered (rather than waiting for completion of final plans), identifying the property affected, type of encroachment, and general location so that Blue Acres negotiators can address these matters with the property owners. An email notice with preliminary plan showing the encroachment(s) serve as appropriate notification.

Preliminary review of one property survey is required when the Consultant begins plan preparation, so that format and content can be reviewed and comments returned prior to completion of the entire survey package. This will assist the Consultant in minimizing corrections and revisions to documents submitted for final review.

Final plans shall include a factual note stating either: "Property is unimproved"; or "Property contains (name specific features such as dwelling, structures, etc.) but have been shown only in general location per contract with NJDEP Green Acres Program, as all buildings, structures and improvements are to be demolished post acquisition by NJDEP."

6. If NJDEP is the owner of the parcel in question at the time of completion of the survey, provide deed information for that acquisition as well as name and deed information for the

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former owner. If NJDEP is the owner of the parcel in question at the time of completion of the survey but the deed has not yet been recorded, so state in a note on the plan and provide name and deed information for the former owner. The former owner is hereafter referred to as "N/F owner."

7. Adjoining parcels under common ownership (by the N/F owner) can be surveyed, monuments placed, and described as a single unit. Do not set markers that will be interior to ultimate NJDEP ownership. NJDEP will decide corner marker locations and type of marker after demolition is complete.

8. Project Composite Location Plan

- a. In addition to the separate plans and descriptions for each lot or each group of lots per N/F owner, produce a composite location map for the entire project labeled "Blue Acres Project Map". The Blue Acres Project Map shall be a scaled mosaic or drawing of tax map lots (not strictly a copy from a tax map) identifying all of the lots comprising this project by N/F owner's name, Owner ID (or File) #, tax block and lot number, municipality, county and street address. The Blue Acres Project Map will also serve as the record map showing monuments and corner markers set. Upon completion of demolition the DEP representative will determine the lots actually acquired and mark a plan for the Consultant showing the proposed corner markers to be set based on final participating lot configurations. After corner markers are set the Blue Acres Project Map shall be updated by the Consultant to show locations of markers set and shall include a table of corner markers with the identifying number, type of marker set, and NJSPCS ground coordinates of each point. The Consultant shall add certification language that the monuments were set and sign and seal the drawing.
- b. Provide a full-sized PDF of the signed Blue Acres Project Map in each CD deliverable as well as full-sized PDF's of each individual signed acquisition site (which may be comprised of multiple contiguous lots in the same ownership).
- c. One Surveyor's Certification and Summary Form and one paper project map as above must accompany each set of plans and descriptions per each N/F owner.

E. CORNER MARKER (MONUMENT) SETTING

Corner markers shall be set in accordance with DEP's Green Acres Program, "Scope of Survey Services and Standard Detail Requirements" dated July 1, 2020, paragraph "5A. Monuments", except as noted below:

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1. It is estimated that 180 corner markers will be set under this project consisting of 45 concrete monuments and 135 capped pins. The breakdown is 35 monuments and 110 capped pins in Southampton, 10 monuments and 25 capped pins in Pemberton.

- 2. Corner markers are to be set upon completion of demolition of all structures on the property, or as directed by the Project Manager.
- 3. The Project Manager shall advise the Consultant when the demolition is complete and ready for corner markers to be set.
 - a. Demolition of structures on each lot may be completed between three (3) and forty eight (48) months after completion of the survey.
 - b. Corner markers shall be set within 30 calendar days of notification by the Project Manager.
- 5. Consultant shall estimate the cost to set 180 corner markers (45 concrete monuments and 135 capped pins) over a period of 48 months from completion of the surveys as noted above and enter that amount on their fee proposal line item entitled "Corner Marker Setting Allowance" with separate fee for the concrete monuments and a separate fee for capped pins, refer to paragraph IX.A. Payment for corner marker placement shall be made based on the actual number of markers installed at the unit price established in the allowance.

F. PROJECT COMMENCEMENT

A project kick off meeting shall be held prior to the start of work. Agenda shall include:

1. Project Directory:

Develop a project directory that identifies the name and phone number of key designated representatives who may be contacted during the survey phases of this project.

2. Site Access:

Develop plans to access the project sites and provide the names and phone numbers of approved escorts if applicable.

3. Scope of Work:

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Review the administration responsibilities and the submission requirements identified in this Scope of Work with the Project Team members. Items such as: contract deliverables, special sequencing requirements, special hours for site visits, safety and security needs and weather restrictions shall be addressed.

4. Project Schedule:

Review and update the project schedule as necessary with the Project Team members.

G. MEETINGS & PRESENTATIONS

Conduct the appropriate number of review meetings with the Project Team members, if necessary, during the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables, and make changes where appropriate. The Consultant shall describe the philosophy and process used in the development of the survey criteria and the various alternatives considered to meet the project objectives. Selected surveys, cost estimates, schedules, and other relevant information shall be presented to support the solutions proposed. Special considerations shall also be addressed such as: Contractor site access limitations, survey schedule requirements, safety and security restrictions, etc.

It shall also be the responsibility of the Consultant to arrange and require all Sub-Consultants to be in attendance at the study review meetings, as applicable.

Record the minutes of each meeting and distribute within seven (7) calendar days to all attendees and those persons specified to be on the distribution list by the Project Manager.

VII. LIQUIDATED DAMAGES

The Consultant understands that in the event its performance is not timely, the State will be harmed and the project delayed, but that the State's damages will be difficult to calculate. Therefore, the Consultant agrees that it shall be liable for Liquidated Damages as follows:

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a. for failure to deliver the complete survey deliverables for each property within 30 calendar days of issuance of the notice to proceed, in the amount of \$20 per business day per property not delivered, up to a maximum of \$5,000 in total liquidated damages.

b. for failure to set the corner markers within 30 calendar days of notice of demolition completion for each property, in the amount of \$20 per day per property not completed, up to a maximum of \$5,000 in total liquidated damages.

The State shall have the sole discretion to allow a grace period or toll the time periods for the completion of the survey or the placement of the markers.

The State shall assess liquidated damages and deduct the liquidated damages, if any, from any payment made to the Consultant.

These liquidated damages shall take precedence over any conflicting provisions in the General Conditions to the Consultant Agreement accompanying this RFP.

VIII. GENERAL REQUIREMENTS

A. SCOPE CHANGES

The Consultant must request any changes to this Scope of Work in writing. An approved DPMC 9d Consultant Amendment Request form reflecting authorized scope changes must be received by the Consultant prior to undertaking any additional work. The DPMC 9d form must be approved and signed by the Director of DPMC and written authorization issued from the Project Manager prior to any work being performed by the Consultant. Any work performed without the executed DPMC 9d form is done at the Consultant's own financial risk.

IX. ALLOWANCES

A. CORNER MARKER SETTING ALLOWANCE

Consultant shall estimate the cost to set 180 corner markers (45 concrete monuments and 135 capped pins) over a period of 48 months from completion of the survey as noted in paragraph VI.C. and enter that amount on their fee proposal line item entitled "Corner Marker Setting

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Allowance". The corner marking fee shall be separated by town. Consultant shall attach to their fee proposal a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a unit price for placement of a single corner marker, one unit price for setting a monument and one unit price for setting a capped pin. Payment for corner marker placement shall be made based on the actual number of markers installed at the unit price.

Any funds remaining in the Corner Marker Setting Allowance shall be returned to the State at the close of the project.

X. SUBMITTAL REQUIREMENTS

A. CONTRACT DELIVERABLES

- 1. Refer to "Scope of Survey Services and Standard Detail Requirements" dated July 1, 2017, Section 8. Deliverables:
 - 8.1 Copies of Notifications Letterhead Standard Notice
 - 8.1.1 Division Fax Notification Required -
 - 8.1.2 Property Owner Notification Required -
 - 8.1.3 Police Department Notification Required -
 - 8.1.4 Adjoiner Notification As Necessary -
 - 8.1.5 Misc. Notification (Utility, etc.) As Necessary
 - 8.3 Parcel Closure Precision/Radial Error/Area (individual site or lot closure for each acquisition site)
 - 8.4 Full size Paper Copies of Survey Plan
 - 8.6 Metes and Bound Description and Reduced Survey Plan
 - 8.7 Digital Files on Compact Disk (CD) (2 copies of CD required)
 - Cover Label on Digital Media Disk:
 - Property Owner Name and Owner ID#
 - Project Number & Name
 - Municipal Tax Block and Lot numbers
 - Municipality & County
 - Survey Firm
 - Date of Survey

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Survey Reference Number.

CD Contains:

8.7-1 Descriptions

8.7-2 AutoCAD .dwg

8.7-3 Full size, signed and sealed, drawing in ".pdf" format

8.7-4 Linework (each acquisition site) .dwg format

8.8 Surveyor's Certification and Summary Form

One signed and sealed copy required per each owner survey plan, which reports separately each lot depicted on the plan

8.10 Corner Marker Photographs

The Consultant shall furnish a photograph of each corner marker set. The photographs are toinclude the witness lath labeled with the corner number.

2. Project Specific Deliverables, refer to paragraph VII.B. Project Specific Requirements:

- 4. Property Photographs
 - Paper copy
 - Digital copy on each property CD
- 8. Project Composite Location Plan
 - Paper copy, signed and sealed, for each property
 - Signed and sealed ".pdf" copy on each CD deliverable

XI. FEE BREAKDOWN AND INVOICING

This project is being funded by two different funding sources, HUD/CDBG and State Blue Acres. A total of 49 offers are being surveyed. Of that total, 30 offers are being funded by HUD/CDBG properties and 19 offers are being funded by State Blue Acres. The Consultant is to provide a fee breakdown into two separate fees, one for each town, each including a breakdown of the fee for corner markers, one fee for the HUD/CDBG surveys and one fee for the State Blue Acres surveys. The technical requirements for the surveys and deliverables are exactly the same for all funding sources.

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The Consultant shall provide separate invoices based upon work completed for the two separate funding sources. A property list with the funding source is shown in **Exhibit 'C'** (2 pages).

XII. SOW SIGNATURE APPROVAL SHEET

This Scope of Work shall not be considered a valid document unless all signatures appear in each designated area below.

The Client Agency approval signature on this page indicates that they have reviewed the design criteria and construction schedule described in this project Scope of Work and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

PROJECT NO: P1239-00 DATE: March 24, 2021

XII. SOW SIGNATURE APPROVAL SHEET

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The Client Agency approval signature on this page indicates that they have reviewed the design criteria and construction schedule described in this project Scope of Work and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW APPROVED BY:

James W. Wright

3/24/2021

JAMES WRIGHT, PROJECT MANAGER DPMC PROJECT PLANNING & INITIATION

DATE

SOW APPROVED BY:

3/29/2021

WILLIAM BYSTER, CONSTR. SERVICES MANAGER DATE

DIV PROPERTY MGT & CONSTRUCTION

SOW APPROVED BY:

Mark A. Ashton

3/29/2021

MARK ASHTON, PROGRAM SPECIALIST

DATE

DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY:

RICHARD FLODMAND, DEPUTY DIRECTOR

3/29/2021

DIV PROPERTY MGT & CONSTRUCTION

DATE

XIII. EXHIBITS

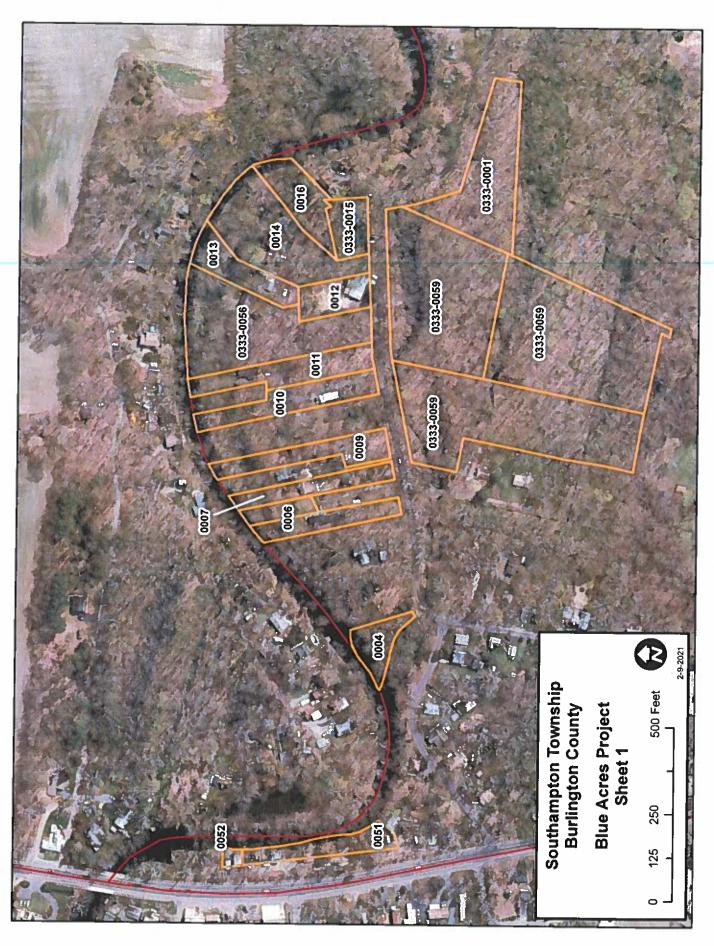
- A. Blue Acres Property List Southampton Township (5 pages)
- B. Property Locations Pemberton Township (1 page)
- C. List of Properties with Funding Source (2 pages)

END OF SCOPE OF WORK

Southampton Township Burlington County

Blue Acres Project Property List

Offer	Location	Block	Lot
0333-0001	60 Cedarw ater Rd	201	37
0333-0002	827 Crystal Ave	301	2.02
0333-0004	19 Lenape Trail	201	10
0333-0006	27 Lenape Trail	201	14, 15
0333-0007	29 Lenape Trail	201	16
0333-0009	33 Lenape Trail	201	18, 19
0333-0010	37 Lenape Trail	201	21, 22
0333-0011	39 Lenape Trail	201	24
0333-0012	43 Lenape Trail	201	25.01
0333-0013	45 Lenape Trail	201	26
0333-0014	47 Lenape Trail	201	27
0333-0015	49 Lenape Trail	201	29
0333-0016	51 Lenape Trail	201	28
0333-0020	75 West Mae Ave	301	5
0333-0021	77 West Mae Ave	301	6
0333-0022	79 West Mae Ave	301	7
0333-0024	828 Crystal Ave	301	29
0333-0030	111 East Mae Ave	301	15
0333-0031	112 East Mae Ave	301	24
0333-0032	114 East Mae Ave	301	23
0333-0034	117 East Mae Ave	301	18
0333-0036	6 Mill Street	1004	4
0333-0037	9 Mill Street	1003	5.01
0333-0038	25 & 27 Mill Street	1003	4
0333-0040	10 Race Street	1003	23
0333-0041	439 Retreat Rd	1602	8
0333-0042	69 Laurel Lane	402	5, 6, 7
0333-0043	113 East Mae Ave	301	16
0333-0044	8 Mill Street	1004	5
0333-0045	820 Crystal Ave	301	33
0333-0046	822 Crystal Ave	301	32
0333-0047	7 Mill Street	1003	6
0333-0048	10 Mill Street	1004	6
0333-0051	2420 Route 206	201	4
0333-0052	2428 Route 206	201	3
0333-0053	16 Mill Street	1004	7, 8
0333-0054	29 Mill Street	1003	4.01
0333-0055	110 East Mae Ave	301	25
0333-0056	41 Lenape Trail	201	25
0333-0058	5 Mill Street	1003	7
0333-0059	25 Sikoneses Trail	206	1
0333-0059	44 Lenape Trail	205	1
0333-0059	32 Lenape Trail	204	4
0333-0060	12 Race Street	1003	24



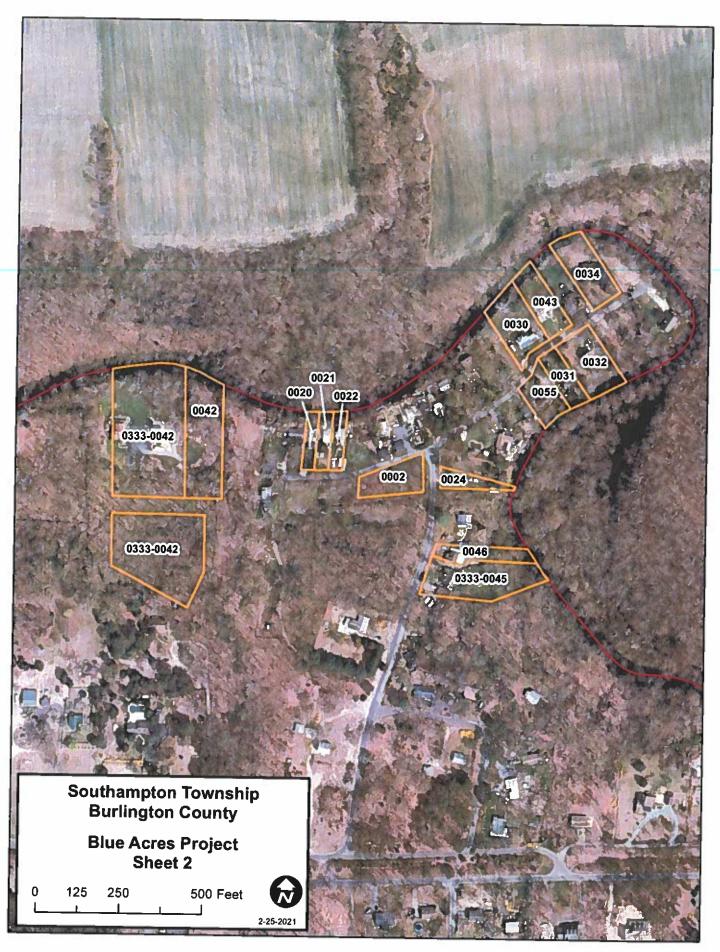


EXHIBIT 'A'

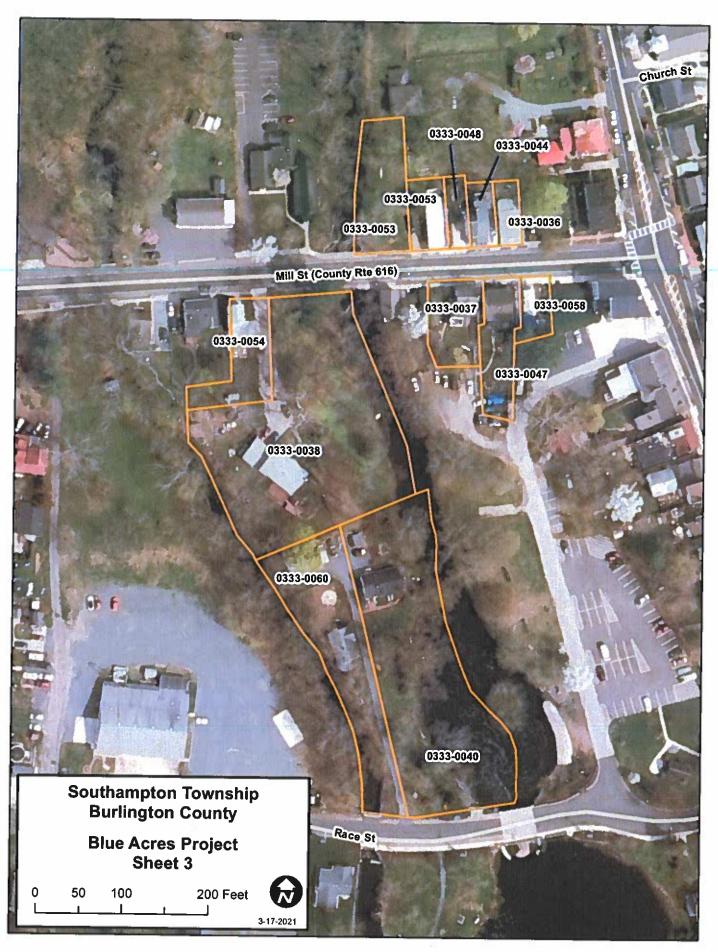
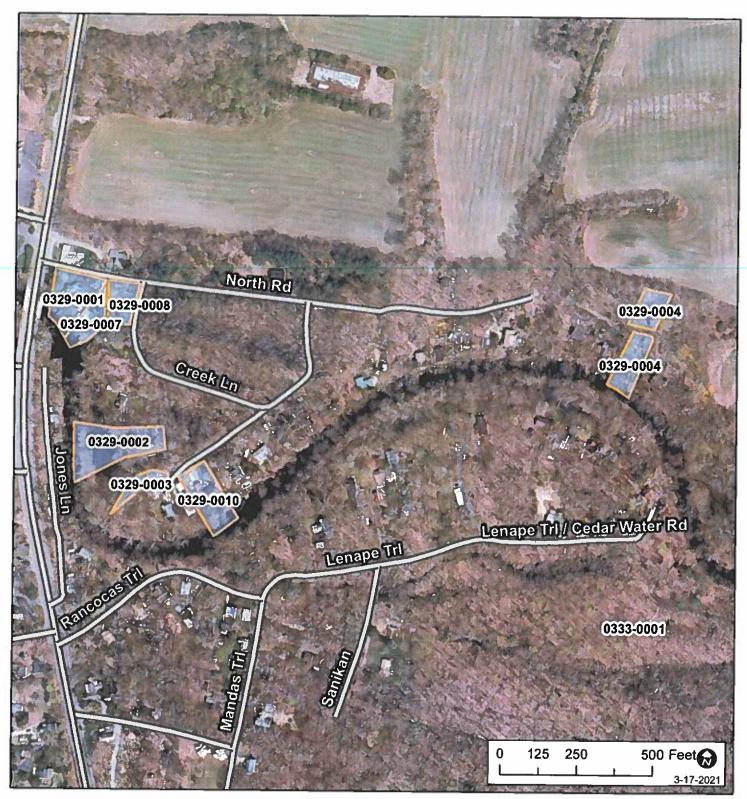


EXHIBIT 'A'



EXHIBIT 'A'



Pemberton CDBG LMI-1

OFFER	LOCATION	BLOCK	LOT
0329-0001	4 North Rd	784	2.01
0329-0002	10 Creek Ln	784	6
0329-0003	14 Creek Ln	784	8.02
0329-0004	53 North Rd	781	8
0329-0004	52 North Rd	784	29
0329-0007	8 North Rd	784	2.02
0329-0008	10 North Rd	784	3.01
0329-0010	20 Creek I n	784	11

EXHIBIT 'B'

SOUTHAMPTON LIST OF PROPERTIES WITH FUNDING SOURCE (1/2)

NJDEP Offer#	Block #	Lot#	Street Address	Funding Source
0333-0001	201	37	60 Cedar Water Road	HUD-CDBG-UN
0333-0002	301	2.02	827 Crystal Avenue	Blue Acres State
0333-0004	201	10	19 Lenape Trail	HUD-CDBG-UN
0333-0006	201	14,15	27 Lenape Trail	HUD-CDBG-UN
0333-0007	201	16	29 Lenape Trail	HUD-CDBG-UN
0333-0009	201	18,19	33 Lenape Trail	HUD-CDBG-UN
0333-0010	201	21,22	37 Lenape Trail	HUD-CDBG-UN
0333-0011	201	24	39 Lenape Trail	HUD-CDBG-UN
0333-0012	201	25.01	43 Lenape Trail	HUD-CDBG-UN
0333-0013	201	26	45 Lenape Trail	Blue Acres State
0333-0014	201	27	47 Lenape Trail	HUD-CDBG-UN
0333-0015	201	29	49 Lenape Trail	HUD-CDBG-UN
0333-0016	201	28	51 Lenape Trail	HUD-CDBG-UN
0333-0020	301	5	75 West Mae Avenue	HUD-CDBG-UN
0333-0021	301	6	77 West Mae Avenue	HUD-CDBG-UN
0333-0022	301	7	79 West Mae Avenue	HUD-CDBG-UN
0333-0024	301	29	828 Crystal Avenue	HUD-CDBG-UN
0333-0030	301	15	111 East Mae Avenue	HUD-CDBG-UN
0333-0031	296	42,43,44	112 East Mae Avenue	HUD-CDBG-UN
0333-0032	284	6,7	114 East Mae Avenue	HUD-CDBG-UN
0333-0034	284	8,9	117 East Mae Avenue	HUD-CDBG-UN
0333-0036	292	6.07	6 Mill Street	Blue Acres State
0333-0037	293	17.01,17.02,18	9 Mill Street	Blue Acres State
0333-0038	293	19,20,21,22	27 Mill Street	Blue Acres State
0333-0040	364	30,31,32,33,34,35	10 Race Street	Blue Acres State
0333-0041	1602	8	439 Retreat Road	HUD-CDBG-UN
0333-0042	297	17,18	69 Laurel Lane	HUD-CDBG-UN
0333-0043	301	16	113 East Mae Avenue	HUD-CDBG-UN
0333-0044	308	8,22	8 Mill Street	Blue Acres State
0333-0045	183	1	820 Crystal Avenue	HUD-CDBG-UN
0333-0046	193	51,52,53	822 Crystal Avenue	HUD-CDBG-UN
0333-0047	1003	6	7 Mill Street	Blue Acres State
0333-0048	183	6,7,8	10 Mill Street	Blue Acres State
0333-0051	185	19,20	2420 Route 206	Blue Acres State
0333-0052	190	30,31	2428 Route 206	HUD-CDBG-UN
0333-0053	308	25,30	16 Mill Street	Blue Acres State
)333-0054	308	23.01,23.02,24	29 Mill Street	Blue Acres State
333-0055	181	19,20	110 East Mae Ave	Blue Acres State
333-0056	185	1,2,3	41 Lenape Trail	Blue Acres State
333-0058	183	13,14,15,16	5 Mill Street	Blue Acres State

EXHIBIT 'C'

			32 & 44 Lenape Trail, 25	
0333-0059	185	28,29		Blue Acres State
0333-0060	186	12,13,14	12 Race Street	Blue Acres State

PEMBERTON

LIST OF PROPERTIES WITH FUNDING SOURCE (2/2)

NJDEP Offer#	Block #	Lot #	Street Address	Funding Source
0329-0001	189	9,10	4 North Road	HUD-CDBG-LMI
0329-0002	308	1,2,3	10 Creek Lane	HUD-CDBG-LMI
0329-0003	308	28,29	14 Creek Lane	Blue Acres State
0329-0004	1	5, 6	52 & 53 North Road	HUD-CDBG-LMI
0329-0007	1	1, 2	8 North Road	HUD-CDBG-LMI
0329-0008	3	27, 28,29,30	10 North Road	HUD-CDBG-LMI
0329-0010	784	11	20 Creek Lane	Blue Acres State